

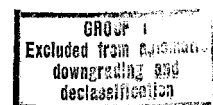
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18 July 1962

MEMORANDUM FOR: Chief, Personnel Operations Division  
FROM : Chief, Qualifications Analysis Branch  
SUBJECT : Qualifications Analysis Branch - Annual  
Report of Accomplishments, Fiscal Year 1962

- 25X9A2
- I. Statement of Accomplishments, Fiscal Year 1962 25X9A2
- A. Biographic Profile Project 25X9A2
1. Analysis of [REDACTED] Official Personnel Folders
- a. Preparation of initial profiles - [REDACTED]
- b. Updating of initial profiles - [REDACTED] 25X9A2
2. Improvements of the Profile System
- a. Unattached master copies of profiles now stored in Personnel Folders to provide greater flexibility for consumers requiring "as is" copies of profiles.
- b. Updated master profile copies on [REDACTED] employees prepared during Fiscal Year were forwarded to Vital Materials.
- c. Photographs of employees added to Part II of the profile to aid in identification. 25X9A2
- 25X9A2
- B. Applicant and Employee Qualification Coding Project (old system)
1. Analysis of records for coding purposes - [REDACTED]
- a. Coding of applicant Personal History Statements - 68
- b. Coding of employee Language Ability Qualifications Form 444c - [REDACTED]
2. Special search requirements prepared by Qualifications Analysis Branch for screening Machine Records - 103
- a. Applicant qualifications records - 35
- b. Employee qualifications files - 68
- C. Improvements Made in Qualifications Records System During The Fiscal Year 1962
- a. Biographic profiles reviewed to confirm information contained in Machine Runs.
- b. Biographic profiles reviewed for specialized information not contained in Machine Runs.

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D. Copy Reproduction During Reporting Period

1. Biographic profiles on [REDACTED] employees - [REDACTED]
  - a. 643 external requests for reproduction of other types of material - 18,807 pages
  - b. Personal History Statements, Forms for Security - [REDACTED]

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E. Improvements Made in Reproduction Service During Fiscal Year

1. On or about 1 June 1962, additional XEROX 914 Copier installed at [REDACTED] Street utilizing personnel assigned to the clerical pool. This was to expedite reproduction of Personal History Statements for Security clearances.

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F. Plans and Objectives, Fiscal Year 1963

1. Installation of a new classification and coding system for recording applicant and employee qualifications in the new RCA-501.

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[REDACTED]  
Chief, Qualifications  
Analysis Branch

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification